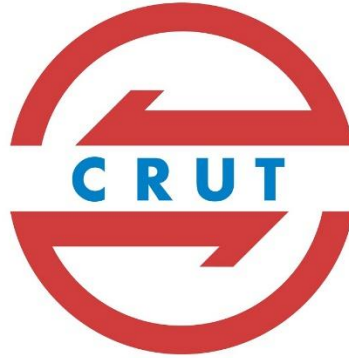


RFP NO-651/CRUT

DATE-25.03.2025



**Capital Region
Urban Transport**

**REQUEST FOR PROPOSAL
FOR
HIRING OF OFFICIAL VEHICLES WITH DRIVER FOR CAPITAL
REGION URBAN TRANSPORT.**

Tender Inviting Authority

Capital Region Urban Transport

Plot No. 548/1452, Patia, Kalarahanga, Bhubaneswar,

Pin – 751024, Khordha, Odisha.

1. Proposals Invited:

Request for Proposals: “Hiring of Official Vehicles with Driver for Capital Region Urban Transport.”

The Capital Region Urban Transport (CRUT) invites applications from various participants for the supply and operation of official vehicles. This RFP marks the initial step in identifying potential collaborators interested in partnering with CRUT for a variety of official activities.

The tender document contains essential information about the project, including the bidding process, proposal submission guidelines, qualification requirements, and financial proposal expectations.

All proposals will be evaluated based on the technical and financial capabilities of the participants. Therefore, participants are advised to carefully review the tender, including terms and conditions, annexures, specifications, bill of quantities, and rates, making necessary entries wherever required.

2. Bid Datasheet

Sr. No.	Key Information	Details
1.	RFP Reference Number & Date	RFP No.: 651/CRUT Date: 25/03/2025
2.	Tender document available date	Soft copy can be downloaded from the following website: https://capitalregiontransport.in/ Date-26/03/2025
3.	Name of the Assignment	RFP for Hiring Official Vehicles with Driver for Capital Region Urban Transport.
4.	Last date for submission of Queries for clarifications	Date: 05/04/2025 Time: Till 5:30 PM
5.	Pre-bid meeting	Date:07/04/2025 Time: 12:00 PM Location: Conference Hall, Capital Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751024
6.	Response to Pre-Bid	Date: 08/04/2025

Sr. No.	Key Information	Details
	Queries by uploading in website	website: https://capitalregiontransport.in/
7.	Address for Submission of Proposals	Mode of Submission: Physical Submission (Offline) through Registered post/Speed post & Courier or in hand. <u>Address:</u> Capital Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751024
8.	Last date and time for submission of Proposals (Proposal Due Date)	Date: 15/04/2025 Time: Till 4:00 PM
9.	Place, Date, and time of opening of Technical Proposals	Date: 16/04/2025 Time: 12:00 PM Location: Conference Hall, Capital Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751024
10.	Place, Date and Time for opening Financial Proposals	Date & Time will be communicated later to the technically qualified bidders at Email ID provided by bidders. Location: Conference Hall, Capital Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751024
11.	Bid Validity Period	180 days from the Opening of the Financial Bid
12.	Method of Selection	L1 Selection
13.	Point of Contact	The General Manager(P&A), Location: Capital Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751024 Email: crutbbsr@gmail.com
14.	Website address	https://capitalregiontransport.in/

3. Cost of the Documents

- i. The bidders are requested to pay the **Bid Document Fee Rs. 5,900/-** (Rupees Five thousand nine Hundred only) inclusive of 18% GST. As Demand Draft from any scheduled commercial bank/ nationalized bank in drawn in favor of “Capital Region Urban Transport, Bhubaneswar”, payable at Bhubaneswar.

- ii. The firm should deposit **Earnest Money Deposit (EMD) of Rs. 30,000/-** (Rupees Thirty Thousand Only). As Demand Draft from any scheduled commercial bank/ nationalized bank in drawn in favor of “Capital Region Urban Transport, Bhubaneswar”, payable at Bhubaneswar. The EMD shall be refunded after the signing of the Contract agreement as per Annexure-V with the successful bidder.
- iii. The firm should deposit a **Performance Security Deposit of Rs. 50,000/-** (Rupees Fifty Thousand Only). As Demand Draft from any scheduled commercial bank/ nationalized bank is drawn in favor of “Capital Region Urban Transport, Bhubaneswar”, payable at Bhubaneswar. The performance security shall remain valid throughout the contract period.

4. Bid Submission and Open Instructions

- i. The bidder shall prepare the bid based on details provided in the tender documents. It must be clearly understood that the quantities, specifications, and diagrams that are included in the tender document are intended to give the bidder an idea about the scope and magnitude of the work and are not in any way exhaustive and guaranteed by The General Manager(P&A), Capital Region Urban Transport (CRUT).
- ii. Proposals shall include a “Technical Proposal” and “Financial Proposal (Annexure-III)”. The content of the proposal should be as below:
- iii. The Main Envelope, superscribed with the tender title, shall contain two separate envelopes: Envelope A (Qualifying/Technical Proposal) and Envelope B (Financial Proposal).
- iv. Envelope A must include the tender fee, EMD, support documents, and bid documents, excluding the Price Bid. Envelope B should contain only prices, without conditions or deviations. Bidders must ensure completeness and accuracy of submitted documents. Incomplete or non-compliant submissions may result in disqualification. The Main Envelope must be submitted in a timely manner.
- v. The bidder must submit the price bid with detailed rate for each item or component. The financial offer must be submitted in the following format as per Annexure-III.
- vi. The rates quoted by the bidder shall include GST. The GST should be indicated separately.
- vii. All bidders should fill up the rate tendered in figures as well as in words. The tender form may be filled in English and all entries made by hand in black ink. Overwriting of rates is not permitted. All corrections should be attested by the Tenderer himself with his/her initial/signature. The rates indicated in words would be the final in case any discrepancy arises with the rates indicated in the figure.
- viii. The last date for submission of the quotations as mentioned in bid datasheet.
- ix. Tender completed in all respects may be submitted to Office of the **General Manager(P&A), Capital Region Urban Transport, Plot No. 548/1452, Patia, Kalarahanga, Bhubaneswar, Pin – 751024, Khordha, Odisha.**
- x. The quotations will be opened in the presence of the Firms or their authorized representatives who will explain the concept before the tender Committee on a suitable date fixed by the tender opening committee.
- xi. The method of selection will be the Lowest Cost Base Selection (L1).

- xii. In the event of the same rate of monthly hire charge ,L1 will be selected based on the highest technical score.
- xiii. The authority reserves all the rights to cancel, terminate, change, or modify this procurement process and/or requirements of bidding stated in the tender, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

5. Eligibility Criteria:

The agency shall be:

- i. The bidder must be a legal Company/ Partnership Firm/ Proprietorship firm/Travel Agency. Valid registration certificate i.e. Certificate of Incorporation, Partnership Deed & GSTIN to be submitted in this regard.
- ii. The service provider shall have a valid GST registration to participate in the tender process.
- iii. The bidder participating in the bidding process must have registered on GeM platform.
- iv. The bidder participating in the bidding process must have local presence.
- v. The bidder should not be debarred/blacklisted by the Govt./any Govt. undertaking bodies and the bidder should not have any litigation in any of the Court(s)/Police Station in last five years from date of issue of this RFP.
- vi. At least three (3) years of experience in the field of supplying vehicles on a hire basis to Government / Semi-Government / PSU organizations.
- vii. Shall have experience of providing/supplying 15 nos. of vehicles per month (Indigo/ Maruti Suzuki Dzire/ Hyundai Xcent / Bolero and its equivalent vehicles listed as per annexure) to any Government / Semi-Government / PSU organizations in the last 3 years.
- viii. The Bidder should have an average annual turnover of at least Rs.75,00,000/- (Rupees Seventy-Five Lakhs Only) for the three financial years preceding the bid due date, specifically for the financial years 2021-22, 2022-23, and 2023-24. As proof of the annual average Turnover, the bidder shall have to submit a CA certificate along with UDIN.
- ix. The Bidder should have an average annual net worth of at least Rs.20,00,000/- (Rupees Twenty Lakhs Only) for the three financial years preceding the bid due date, specifically for the financial years 2021-22, 2022-23, and 2023-24. As proof of the Annual average Net worth, the bidder shall have to submit a CA certificate along with UDIN.

6. Technical Bid Evaluation

Technical Mark (TM) will be given based on the evaluation of the Technical Bid delivered by the eligible bidder as per the Evaluation Criteria mentioned in the RFP.

Sr. No	Descriptions	Marks	Supporting Documents
TQ-1	Financial Capability: The bidder must have an average annual turnover of at least Rs. 75 Lakh during the last three completed financial years	30 Marks	Audited financial statements for last three Financial Years or CA's certificate

Sr. No	Descriptions	Marks	Supporting Documents
	(FY 2021-22, FY 2022-23 & FY 2023-24): <ul style="list-style-type: none"> at least Rs. 75 Lakh: 20 Marks >Rs. 75.00 Lakh and < 1.00 Crores: 5 Marks >Rs.1.00 Crores: 5 Marks 		clearly specifying the average annual turnover for the specified years. GST Annual returns of the specified years must be submitted
TQ -2	Net Worth: The Bidder should have an average annual net worth of at least Rs.20 lakh for the last three (3) years. (FY 2021-22, FY 2022-23 and FY 2023-24) <ul style="list-style-type: none"> at least Rs.20 lakh: 15 Marks >Rs.20.00 lakh to above: 5 Marks 	20 Marks	Certificate from the Statutory Auditor /Chartered Accountant clearly stating annual average Net worth as defined in this RFP in the stipulated format under Annexure IV.
TQ-3	Travel agency /Vehicle hiring Services Experience: The bidder should have experience of providing at least 15 vehicles(as per the model specified in eligibility criteria)for 3 years to any State Government Department or State Public Sector Undertakings (PSUs) or any other Government (Central/ State) in Odisha in last Five (5) years on the date of release of this tender. <ul style="list-style-type: none"> at least 15 vehicle = 15 Marks >15 vehicles and < 30 vehicles = 10 Marks > 30 Vehicles: 5 Marks 	30 Marks	Copy of Letter of Award/ Work Order/ PO/ Completion Certificate/Experience Certificate
TQ-4	Aging of the vehicle: At least 3 Vehicles registration within 1 year to 2 years :10 Marks More than 3 Vehicles registration within 2 years to 3 years : 5 Marks	15 Marks	Registration Certificate of the vehicles
TQ-5	Local Experience: The Bidder shall have experience in projects related to supply of hiring of official vehicles in Odisha, specifically through contracts with State or Central Government agencies. <ul style="list-style-type: none"> Each project shall carry 3 Marks Maximum of 5 marks 	5 Marks	Copy of Letter of Award/ Work Order/ PO/ Completion Certificate/Experience Certificate
TOTAL MARKS		100	

Note: A minimum Technical Score of 70 out of 100 is required to qualify for opening of financial Bid. Only those bids having minimum score would be considered 'Qualified' and eligible for opening of financial bids.

7. Selection procedure:

- i. The bidder must have secured at least 70 marks in technical evaluation criteria to become eligible for opening of the financial bid.
- ii. The lowest quote quoted by the bidder shall be the selected bidder. In case of the same rate **of monthly hire charge (L1) quoted by bidders will be selected based on the highest technical score.**
- iii. After selection, a Letter of Award (LOA) shall be issued, in duplicate, by the Authority to the Successful Bidder, and the Successful Bidder shall, within 15(Fifteen) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgment thereof. In the event the duplicate copy of the LOA, duly signed by the Successful Bidder is not received by the stipulated date, the Authority may, unless it consents to an extension of time for submission thereof, appropriate the EMD of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of the failure of the Successful Bidder to acknowledge the LOA.
- iv. After acknowledgment of the LOA as aforesaid by the Successful Bidder, the successful bidders shall submit the performance security in the form of a Demand Draft within the time mentioned in the LOA.
- v. After submission of performance security the Contract Agreement as per Annexure-V shall be executed between the Authority and the successful bidder. The Date of execution of the Contract Agreement between the Authority and the Successful Bidder shall be identified as the Commercial Operation Date (COD).

8. Vehicle Supply and Driver Requirements

- i. The owner of the vehicle to be supplied by the bidder shall be either the bidder himself or the bidder shall take the vehicle on a sub-hire basis from the vehicle owner.
- ii. In case of the bidder is not the owner of the vehicle supplied, the bidder has to execute an agreement with the vehicle owner as per the terms and conditions of the agreement executed between the bidder and the Authority and submit the said agreement to the authority before engagement of the said vehicle.
- iii. The agency shall ensure that all supplied vehicles are fully insured.
- iv. All vehicles must possess a valid Pollution Under Control (PUC) Certificate.
- v. The agency shall not supply vehicles older than three years, i.e., purchased before date of issue of LOA.
- vi. Drivers engaged by the agency must have a valid driving license and shall have a minimum experience of 3 years.
- vii. The driver must be well-maintained, decent, and well-dressed. They should be familiar with all roads in and around Bhubaneswar.

- viii. All vehicles engaged by the agency must have commercial number plates.
- ix. The Vehicle must achieve a fuel efficiency of minimum average mileage as per finance department guidelines given in annexure-iv.

9. Payment Terms:

The successful bidder shall submit the tax invoice for monthly hiring charges for payments along with consumption of fuel which will be reimbursable on a monthly basis after submission of the Logbook as per the standard rate as mentioned in annexure-III. Toll tax if any paid by the successful bidder shall be reimbursed by the authority on production of the toll Tax challan/receipts.

10. Contract period:

The contract agreement shall be valid for a period of 3 years on a yearly renewal basis and on satisfactory performance the contract period shall be extended for 2 years on a yearly basis.

11. Right to Terminate the Process

CRUT reserves the right to terminate the bidding process at any stage, without assigning any reason, and without incurring any liability. This includes but is not limited to, terminating the process due to unforeseen circumstances, changes in requirements, or failure to receive suitable bids.

12. Right to Vary Scope of Contract

CRUT may modify the scope of work, quantities, or specifications with the mutual consent of both parties. This may include, but is not limited to, changes in vehicle requirements, routes, or schedules. The number of vehicles may increase and decrease as the requirement.

13. Conflict of Interest

Bidders must disclose any potential conflicts of interest, ensure impartiality, and avoid any actions that may compromise the integrity of the bidding process. This includes but is not limited to, conflicts arising from relationships with CRUT employees, board members, or other stakeholders.

14. Only one proposal

Each bidder can submit only one proposal; multiple submissions will lead to disqualification, and CRUT will consider only the first proposal received.

15. Late Bids

Bids received after the deadline will be rejected and not considered for evaluation, regardless of the circumstances or reasons for the delay.

16. Integrity Clauses

CRUT expects bidders to maintain the highest standards of integrity, transparency, and ethics, and to avoid any corrupt practices, including bribery, fraud, or collusion. Bidders must comply

with all applicable laws and regulations related to anti-corruption and anti-bribery.

17. Statutory Compliance

Bidders must comply with all applicable laws, regulations, and statutes, including tax laws, labor laws, and environmental regulations, Motor Vehicle Act. This includes, but is not limited to, obtaining all necessary permits and licenses, and meeting all safety and health standards.

18. Force Majeure

CRUT will not be liable for delays or failures due to unforeseen circumstances beyond its control, including natural disasters, acts of terrorism, or government actions.

19. Final decision-making authority

The Authority reserves the right to cancel the tender/quotation or any part of it at any time without assigning any reason thereof.

20. Insurance and Liability

The bidder must provide proof of insurance for all vehicles and drivers and must assume liability for any damage or injuries caused during the performance of the contract.

21. Term & Conditions:

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on a monthly hire rental basis.

- a) The hired vehicle during the period of contact shall have all necessary valid documents such as a valid Registration Certificate, Insurance Certificate, Pollution Certificate, fitness certificate, Valid Contract Carriage permit, Proof of up-to-date payment, etc., and DL of the driver available all the time.
- b) The authority hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life/ injury made to any person or damage to any property on account of the use of the hired vehicle in any manner whatsoever. The bidder shall be responsible for all such litigation.
- c) The monthly hire charges do not include the cost of fuel, which is to be paid separately basing actual consumption and as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of parts, lubricating oil of Engine, Gear Box and differential coolant, Tyres, Tubes, Battery, etc. will be borne by the bidder.
- d) The bidder shall provide a good driver, and the salary of the driver shall be borne by the bidder and the salary shall be paid within 5th day of the succeeding month and 5 days grace period i.e.10th of the succeeding month.
- e) In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the bidder.

- f) The vehicles do not report regularly, the authority will terminate the agreement without prior notice.
- g) In case of emergency, the driver will have to report on the duty as per the requirement.
- h) No extra payment shall be demanded.
- i) Monthly hire charges and reimbursements towards the cost of fuel (as per Govt. Norms) of the selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- j) The vehicle shall be in good running condition during the contract period otherwise the bidder shall replace the vehicle as per the instruction of the Authority.
- k) If the bidder violates any of the terms of contract, the Authority shall forfeit the entire amount of security deposit.

22. Final decision-making authority

The Authority reserves the right to cancel the tender/quotation or any part of it at any time without assigning any reason thereof.

23. Penal Clause

- i. Non Availability of Vehicle : Rs.1000/-per day per vehicle
- ii. Delay/Non-reporting of the Driver : Rs.500/-per day per vehicle
- iii. Non payment of Salary to the Driver
beyond the due date (maximum 10th of next Month): Deduction of 5% from the Bill amount

24. Governing Law and Jurisdiction

All disputes arising shall be subject to the jurisdiction of the appropriate court at Bhubaneswar, India and will be governed by the laws of India.

General Manager (P&A)
Capital Region Urban Transport

25. Annexure I: Check List

Documents Required:

Sl. No	Description	Attached Document Yes/No
1.	Tender fee	
2.	EMD	
3.	Copy of PAN and valid GST registration certificate.	
4.	Self- attested certificate on non-blacklisting of the organization/ agency.	
5.	Audited Balance Sheet & IT Return for FY 2021-22, 2022-23 & 2023-24	
6.	Turnover Certificate/Net worth Certificate FY 2021-22, 2022-23 & 2023-24	
7.	Similar Work Experience: Self attested copy of Contract/ Agreement/Award Letter/ Work Order(s) from Ministries/any Government Departments/ PSUs in India/Odisha State Govt.	
8.	Registration certificates of the vehicle	
9.	Annexure-I	
10.	Annexure- II	
11.	Bank Account Details along with IFSC	

Date this _____ day of _____ 2025.

Signature _____

Duly authorized to sign this bid for and on behalf of-----

**Duly signed by the Authorized Signatory of the Applicant
(Name, Title and Address of the Authorized Signatory)**

26. Annexure II: General Information

SI No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Gem Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration No. Of Vehicle	
7	Year of manufacture	
8	Make and Model	
9	Date of Registration	
10	Name of complete address of the owner of the vehicle	
11	Fitness certificate Validity	
12	Pollution Certificate validity	
13	Permit Validity	
14	Insurance Validity	
15	Name/Address of the Driver	
16	D.L No. and Validity of the D.L of the Driver.	
17	Proposed hire charge of the vehicle per month (excluding fuel cost and taxes)	
18	Rate of fuel consumption/Mileage per litre	
19	Contact Number of the service Provider (Tender/Quotational)	
20	Contact Number of Driver	

27. Annexure III: Format for Financial Proposal

(Enclosed separately in Envelope B)
(On the letter head of Bidder)

To
The General Manager (P & A)
Capital Region Urban Transport (CRUT)
Plot No-548/1452, Patia, Kalarahanga,
Bhubaneswar, Odisha (INDIA), Pin- 751024

Ref: Submission of Financial proposal for “Hiring of Official Vehicles along with Driver for Capital Region Urban Transport.”

Dear Sir,

We, the undersigned, offer to provide the services as mentioned in the Scope of Work of the tender. Our financial quote is as given below,

Type of Vehicle (Car) & Model	Minimum Average Fuel Mileage (As per guideline of finance dept.)	Maximum Hire Charges per month (Excluding taxes)
Official Vehicle like- Zest/Tigor/Swift Dezire/Xcent/Etios (Petrol), etc. (White color) or any higher make/model	17Km./Liter	As per the notification of the Finance Department, Govt of Odisha(given in the annexure-iv)
TUV300/Bolero/Sumo Gold/ Ertiga etc.	10Km./Liter	As per the notification of the Finance Department, Govt of Odisha(given in the annexure-iv)
Tiago/bolt/Celerio or equivalent	17Km./Liter	As per the notification of the Finance Department, Govt of Odisha(given in the annexure-iv)

Scorpio/Creta/Mahindra Marazzo or equivalent	10Km./Liter	As per the notification of the Finance Department, Govt of Odisha(given in the annexure-iv)
Ciaz/Honda City or Equivalent	12Km./Liter	As per the notification of the Finance Department, Govt of Odisha(given in the annexure-iv)
Innova/Hexa/Xuv500 or Equivalent	9Km./Liter	As per the notification of the Finance Department, Govt of Odisha(given in the annexure-iv)

Note: The hiring charges do not include fuel cost (Petro/Diesel) which to be paid separately basing on actual consumption and as per norms.

Date this _____ day of _____ 2025.

Signature _____

Duly authorized to sign this bid for and on behalf of-----

**Duly signed by the Authorized Signatory of the Applicant
(Name, Title and Address of the Authorized Signatory)**

Annexure IV: Financial Capacity of the Bidder:

Format for CA Certificate

(The format should be certified by Chartered Accountant)

Name of Bidder	
----------------	--

Sl. No.	Financial Year	Annual Turnover (INR Crore)	Annual Net Worth (INR Crore)
	2021-22		
	2022-23		
	2023-24		
Average			

Name and address of Bidder's Bankers: _____

Instructions

- i. The Bidder should provide details of its own Financial Capacity specified in the tender.
- ii. The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 3 (three) years preceding the Bid Due Date. The financial statements shall:
 - a. Reflect the financial situation and turnover of the Bidder.
 - b. Be audited by a statutory auditor.
 - c. Be complete, including all notes to the financial statements; and
 - d. Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
- iii. Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation reserves + miscellaneous expenditure not written off + reserves not available for distribution to equity shareholders).
- iv. The Bidder shall also provide the name and address of the Bankers to the Bidder.
- v. The Bidder shall provide an Auditor's Certificate specifying the Net Worth of the Bidder and also specifying the methodology adopted for calculating such Net Worth in accordance with the tender document.
- vi. The Bidder shall also provide an Auditor's certificate specifying the annual turnover of the Bidder.

Dated thisday of 2024.

Name of the CA:

Signature of Certifying CA:

UDIN:

Annexure V: Notification of Finance Department, Govt. of Odisha

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 22924 /F., Date 14.08.2023
FIN-COD-MV-0004-2018

OFFICE MEMORANDUM

**Sub.: Comprehensive instructions regarding hiring of Private petrol/
diesel vehicles for official use by State Government Offices....
...Regarding**

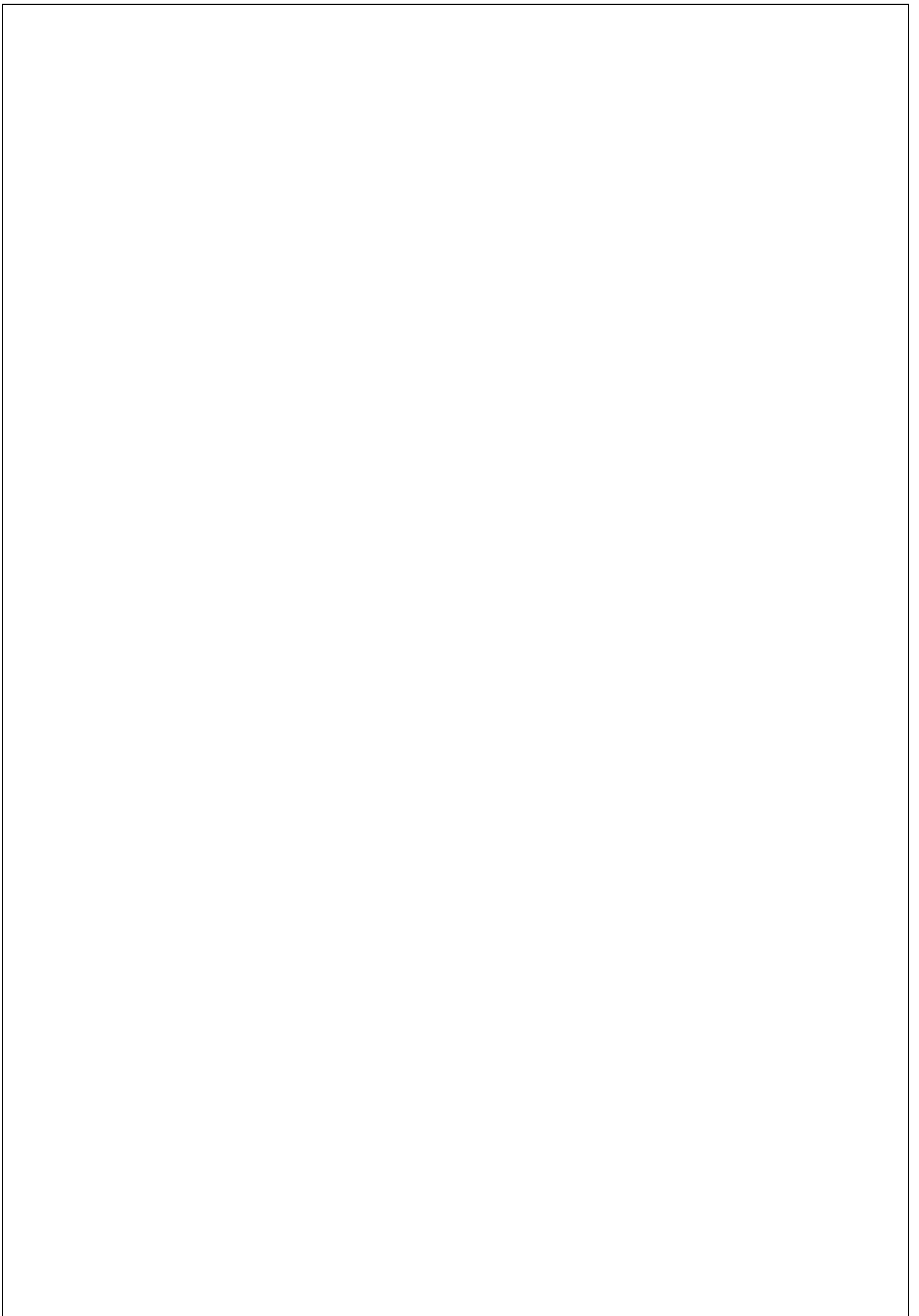
As a matter of policy, the State Government has decided that only a selected categories of functionaries such as Hon'ble Minister, Secretaries of Departments, District Magistrate, District Judges etc. would be provided with Government vehicles and other officers / offices would be authorized to hire vehicles for performing official business and for undertaking tours.

2. The norms and modalities of hiring of private vehicles for official use were fixed vide FDOM.No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019.

3. In the meantime, some instructions have become outdated. Therefore, the existing provisions have been reviewed comprehensively. Now, by consolidation and supersession the provisions of FDOM No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019, the following provisions are made. The provisions of this Office Memorandum shall be followed scrupulously by all concerned for hiring of private petrol / diesel vehicles for official use.

4. The maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

Sl.No	Category of offices	vehicles	Maximum hire charges per month excluding taxes (in Rs)	Minimum Average Mileage (in KM/Lit)
1	2	3	4	5
1.	Blocks/Tahasils and other field offices	TUV300 /Bolero /Sumo Gold / Ertiga etc	Rs 31,000/-	10
2.	District/Range level Offices	Tiago/ Bolt/ Celerio (Petrol) etc	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/Mahindra Marazzo etc	Rs 37,000/-	10
4	Heads of Department /Secretariat (Pool vehicles)	Tiago/ Bolt/ Celerio ets	Rs 20,000/-	17
5	Special Secretaries / Additional Secretaries /Heads of Department (For their own official use)	Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol) ets	Rs.26,000/-	17



6	Principal Secretaries /Secretaries and other equivalent officers (For their own official use)	Ciaz/Honda City (Petrol) etc.	Rs.30,000/-	12
7	Officers of the Apex Scale	Innova/ Hexa/Xuv 500	Rs 42,000/-	9
8	Hon'ble Ministers/Other Dignitaries	Innova/ Hexa/Xuv 500	Rs 42,000/-	9
9	Colleges/Universities/Training Institutes/and other equivalent institutions	Private Mini Bus (30-32-seater)	Rs 85,000/-	6

Note-1: The model of vehicles in column-3 above is only indicative. Vehicles of similar model and segment, having the same mileage and hiring charges, can be engaged.

Note-2: Only those HoDs, who do not have an earmarked vehicle and have to perform extensive tours, will also be allowed to hire a vehicle at par with Collectors/Superintendent of Police on case-to-case basis with concurrence of Finance Department.

Note-3: The mileage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

5. Terms and Conditions for Hiring Vehicles:

- i. Administrative Departments shall hire vehicle for official use in substitution of existing government vehicles after completion of the condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport (Transport) Department and as amended from time to time.

- ii. **Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices or for entitled officers, will require prior concurrence of Finance Department.**
- iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring of vehicles. A standard model bidding document (MBD) is enclosed at **Annexure-I** for use of procuring entities. In view of pollution being high, it is preferable to hire BS-VI emission compliant Vehicles.
- iv. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and as per norms.
- v. The vehicles hired shall be in good condition and shall not be older than three years. **Vehicles older than seven years should be replaced by new vehicles by the service provider.**
- vi. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. **The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.**
- vii. The model Service Provider Agreement is attached at **Annexure-II**.
- viii. Vehicles may also be hired through electronic platform such as GeM etc. by adhering to the aforesaid norms. The maximum hiring charges as indicated in column-3 of the table of para-4 shall not apply for the vehicle to be hired through electronic platform as the hiring charges of electronic platform may be inclusive of fuel cost, lubricant etc.
- ix. Log books shall be maintained as per the format at **Annexure-III**. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
- x. The service provider shall have a valid OGST registration to participate in the tendering.
- xi. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.